



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Office of the Ombudsman - Visayas
Regional Office No. VIII, Marasbaras, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATIONS

Quotation Number: **2023-09-010**

Date: **September 8, 2023**

The Office of the Ombudsman - Visayas, Regional Office No. VIII, Tacloban City, through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement** for the **“Rental of Photocopying Machine for One (1) Year Period” (1st canvass)** in accordance with **Section 53.9** of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

Name of Project: **“Rental of Photocopying Machine for One (1) Year Period” (1st canvass)**

Total Approved Budget for the Contract (ABC): **₱ 113,000.00**

Location: **Office of the Ombudsman – Visayas, RO8, Marasbaras, Tacloban City**

Specifications: **See attached Annexes “A”**

Deadline of submission: **September 22, 2023 at 4:00 p.m.**

Delivery period: **One (1) Year Period**


Interested bidders/suppliers are required to submit their duly accomplished Price Quotation Form (Annex A) and other documentary requirements on or before the deadline of submission of bids at the BAC Secretariat – 3/F LY Building, Fatima Village, Barangay 77, Marasbaras, Tacloban City. Bidders/suppliers have the option to submit open or sealed quotations in the address given above. Open quotations may be submitted thru email at bacomb17reg8@yahoo.com or thru facsimile at (053) 523-3042/523-4010.

Bidders / suppliers shall be required to submit the following documentary requirements together with their quotation:

- 1) Valid and Current Mayor's / Business Permit 2023;
- 2) PhilGEPS Registration Number;
- 3) Latest Income / Business Tax Return (for ABCs above ₱500,000);
- 4) For ABCs above ₱50,000.00 (Small Value Procurement) – Omnibus Sworn Statement (OSS) “Annex C1/C2/C3.” Bidder/supplier’s OSS shall be valid for six (6) months and may be used for other quotations in the BAC OMB - Visayas Regional Office thru Alternative Modes of Procurement, unless an updated OSS is required. (Reference: GPPB Resolution No.21-2017); and
- 5) For ABCs ₱50,000.00 and below –
 - a) For Single Proprietorship – Authorization letter/Special Power of Authority, in case the owner is not the signatory of Price Quotation Form and Notice of Award. (“Annex D”)
 - b) For Corporation/Partnership/Joint Venture – Secretary’s Certificate authorizing signatory. (“Annex E”)

Award of contract shall be made to the lowest calculated and responsive bidder/supplier which complies with the minimum technical specifications (Annex A) and General Terms and Conditions (Annex B).

For further inquiries you may reach us at (053) 523-3042/523-4010.


ATTY. CYRENE THERESA Q. DOLINA
BAC Head Secretariat

ANNEX A
PRICE QUOTATION FORM

ATTY. JANICE G. GABRITO
Chairperson, Bids and Awards Committee
Office of the Ombudsman - Visayas
Regional Office No. VIII
3/F LY Building, Fatima Village
Barangay 77, Marasbaras
6500 Tacloban City

Quotation No.	2023-09-010
PR No. (s)	2023-06-003
APP/SPPMP Code:	2023-057
Canvass No.	1*
Date:	8-Sept.-2023
Authority:	Sec. 53.9 (SVP)
Authority/Reso. No.:	2023-07-004
Authority/Reso. Date:	4-July-2023

Thru: BAC Secretariat - Tacloban Regional Office

Dear Ma’am:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the Instructions to Bidders specified in Annex B, hereunder is our quotation/s for the item/s as follows:

Item No.	Total ABC (in Php)	Qty.	Unit of Measure	OMBUDSMAN SPECIFICATIONS	Bidder's offer (Tech. spec/ brand, if applicable)	Unit Price (inclusive of taxes)	Total Price
					(Please Check)		
1	113,000.00	1	Unit	RENTAL OF PHOTOCOPYING MACHINE			
				Technical Specifications:			
				- Term: For One (1) Year Period	<input type="checkbox"/> comply		
				- Digital Copier, Printer & Scanner	<input type="checkbox"/> comply		
				- Heavy Duty	<input type="checkbox"/> comply		
				- Black & White	<input type="checkbox"/> comply		
				- Copy Speed: At least 25 cpm	<input type="checkbox"/> comply		
				- Copy Paper Size: Maximum of A3 Size	<input type="checkbox"/> comply		
				- Paper Input Capacity: With At least One (1) Paper Tray & One (1) Bypass Tray	<input type="checkbox"/> comply		
				- With Automatic Document Feeder	<input type="checkbox"/> comply		
				- Auto back to back copying	<input type="checkbox"/> comply		
				- With Enlarger/Reducer	<input type="checkbox"/> comply		
				Other Specifications:			
				- No Minimum Copy Volume required	<input type="checkbox"/> comply		
				- Free Consumables (Paper, Toner, Drum & Developer)	<input type="checkbox"/> comply		
				- Free Operator's Training	<input type="checkbox"/> comply		
				- Free Monthly Check-up & Preventive Maintenance	<input type="checkbox"/> comply		
(Lease charges to be based on the number of copies reproduced per month at an estimated volume of 6,800 cps per month x 12 months) = 81,600 total copies for 1 year							
GRAND TOTAL							

Signature Over Printed Name of Proprietor/
Authorized Representative

Date

Bidder/Supplier’s Information:

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPS Reg’n No./Cert. No.:	
PhilGEPS Reg’n valid until:	

ANNEX B

GENERAL TERMS AND CONDITIONS:

1. **BID/PRICE QUOTATION VALIDITY.** Bids/Price Quotation should be valid for **one hundred twenty (120)** calendar days counted from the deadline of submission of bids/quotations;
2. **SAME PRICE QUOTATION.** If two (2) or more suppliers submit the same price quotation and have been post-qualified as the suppliers with the Lowest Calculated Responsive Quotations, the Office of the Ombudsman – Visayas, Regional Office No. VIII shall adopt and employ “draw lots/toss coin” as the tie breaking method to finally determine the single winning provider. (GPPB Circular No. 06-2005)
3. **PRICE ESCALATION.** All bid prices/price quotations for the goods or services in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.
4. **ALTERNATIVE BIDS.** Alternative Bids/Price Quotations shall be rejected. For this purpose, alternative bid/price quotation is an offer made by a Bidder/Supplier in addition or as a substitute to its original bid/price quotation which may be included as part of its original bid/price quotations or submitted separately therewith for purposes of bidding.
5. **TAXES.** The total price quoted is subject to withholding tax and payable check.
6. **DELIVERY PERIOD.** Must be within the contract period.
7. **INCIDENTAL CHARGES AND SERVICES.** The cost of transportation, insurance, and other costs incidental to delivery of the Goods shall be included in the price quoted per item by the Bidder/Supplier. An additional or separate delivery charge in the bid/price quotation shall be treated as non-responsive and shall be rejected.
8. **TERM OF PAYMENT.** Payment shall be CHARGED ACCOUNT, unless specified. Cash on Delivery (COD) shall not be allowed, unless accepted during bid/price quotation evaluation. The winning bidder/supplier shall submit a Notarized Certification containing the Landbank or another bank account name and number that will be credited for online/automated payment.¹
9. **RETENTION MONEY.** The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof; provided, however, that the supplies delivered are free from patent and lateral defects and all the conditions imposed under the contract have been fully met. (GPPB Resolution No. 30-2017 dated 30 May 2017)
10. **LIQUIDATED DAMAGES.** No payment shall be made until full delivery of item/s is/are completed. Delay in the delivery shall be subject to liquidated damages by way of penalty @ 1/10 of 1% of each day of delay.
11. **ALTERATION OF TECHNICAL SPECIFICATIONS AND TERMS AND CONDITIONS.** Altering and/or amending the technical specifications and Terms and Condition(s) may be considered non-responsive/non-compliant.

INSTRUCTIONS TO BIDDERS:

1. Completely fill out the Price Quotation Form (Annex A), technical specification/brand (if applicable), unit / total price and Supplier/Bidder's information. Do not forget to sign the Price Quotation Form.
2. Download this Form from the PhilGEPS website before the closing date for inclusion in the PhilGEPS Document Request List (DRL).

¹ Pursuant to DBM Circular Letter No. 2018-14 dated 28 December 2018 Re: Updated Guidelines in the Implementation of the Modified Direct Payment Scheme (MDPS) Due Creditors/Payees

ANNEX C1

OSS Form A Omnibus Sworn Statement for SOLE PROPRIETORSHIP (NOTARIZED)

Alternative Methods of Procurement – Negotiated Procurement (Small Value Procurement)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ (Name of Affiant) of legal age, _____ [Civil Status], _____ [Nationality], and residing at _____
[Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of _____ [Name of Bidder] with office address at _____ [address of Bidder];
2. As the owner and sole proprietor, or authorized representative of _____ [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *Rental of Photocopying Machine for One (1) Year Period* of the OFFICE OF THE OMBUDSMAN - VISAYAS, Regional Office No. VIII, Marasbaras, Tacloban City, as shown in the attached duly notarized Special Power of Attorney;
3. _____ [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. _____ [Name of Bidder] complies with existing labor laws and standards;
8. _____ [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued;
9. _____ [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity; and
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____,
2023 at _____, Philippines.

[Name of Bidder/Authorized Representative]

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this
_____ day of _____, 2023 with Residence Certificate No. _____
issued at _____ on _____, 2023.

NOTARY PUBLIC
My commission expires Dec. 31, 20_____

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2023

ANNEX C2

OSS Form B

Omnibus Sworn Statement for PARTNERSHIP OR COOPERATIVE (NOTARIZED)

Alternative Methods of Procurement – Negotiated Procurement (Small Value Procurement)

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ (Name of Affiant) of legal age, _____ [Civil Status], _____ [Nationality], and residing at _____

[Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ [Name of Bidder] with office address at _____ [address of Bidder];
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *Rental of Photocopying Machine for One (1) Year Period* of the OFFICE OF THE OMBUDSMAN - VISAYAS, Regional Office No. VIII, Marasbaras, Tacloban City, as shown in the attached _____ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. _____ [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers and members of _____ [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. _____ [Name of Bidder] complies with existing labor laws and standards;
8. _____ [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued;
9. _____ [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2023 at _____, Philippines.

[Name of Bidder/Authorized Representative]

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this
_____ day of _____, 2023 with Residence Certificate No. _____
issued at _____ on _____, 2023.

NOTARY PUBLIC
My commission expires Dec. 31, 20_____

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2023

ANNEX C3

OSS Form C

Omnibus Sworn Statement for CORPORATION OR JOINT VENTURE (NOTARIZED)

Alternative Methods of Procurement – Negotiated Procurement (Small Value Procurement)

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ (Name of Affiant) of legal age, _____ [Civil Status], _____ [Nationality], and residing at _____

[Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ [Name of Bidder], with office address at _____ [address of Bidder];
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *Rental of Photocopying Machine for One (1) Year Period* of the OFFICE OF THE OMBUDSMAN - VISAYAS, Regional Office No. VIII, Marasbaras, Tacloban City, as shown in the attached _____ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. _____ [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided there in are true and correct;
5. _____ [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of _____ [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. _____ [Name of Bidder] complies with existing labor laws and standards;
8. _____ [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued;
9. _____ [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2023 at _____, Philippines.

[Name of Bidder/Authorized Representative]

[JURAT]

SUBSCRIBED and sworn to before me, in the city/municipality of _____, this
_____ day of _____, 2023 with Residence Certificate No. _____
issued at _____ on _____, 2023.

NOTARY PUBLIC
My commission expires Dec. 31, 20_____

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2023

ANNEX D

Office of the Ombudsman
(For Single Proprietorship only)
Authority of Signatory

AUTHORIZATION LETTER

I, _____, Owner/Proprietor of _____
[company name], a single proprietorship registered under the laws of the Philippines, with its registered office at
_____ [address of bidder], has made, constituted and appointed
_____ [authorized representative] true and lawful attorney, for it and its
name, place and stead, to do, execute and perform any and all acts necessary, participate and/or represent
_____ [company name] in the bidding (under alternative
mode of procurement) at the **OFFICE OF THE OMBUDSMAN – VISAYAS, REGIONAL OFFICE NO. VIII,
TACLOBAN CITY** as fully and effectively as owner/proprietor might do if personally present with full power of
substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done
by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____,
2023, at _____.

Affiant

ANNEX E

Office of the Ombudsman – Visayas, RO8, Tacloban City
(For Corporation/Partnership/Joint Venture)
Authority of Signatory

SECRETARY’S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____ [company name], a corporation duly organized and existing under and by virtue of the law of the Philippines DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____ [authorized representative] be, as it hereby is, authorized to participate in the bidding (under alternative mode of procurement) at the **OFFICE OF THE OMBUDSMAN – VISAYAS, REGIONAL OFFICE NO. VIII, TACLOBAN CITY**; that if awarded the project shall enter into contract with the Office of the Ombudsman; and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ [company name] in the bidding.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

REPUBLIC OF THE PHILIPPINES)
(CITY/MUNICIPALITY OF _____) S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the (Province/City/Municipality) of _____, personally appeared _____ with [Valid ID] _____ No. _____ issued on _____ known to me and to me known to be the same person who executed the foregoing instrument which he/she acknowledged to me to be his/her free and voluntary act and deed, consisting of only _____ (_____) page/s, including this page in which this Acknowledgment is written, duly signed by him/her instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this _____ at _____, Philippines.

Notary Public

Doc .No. _____
Page No. _____
Book No. _____
Series of _____